

MSWORKS or MSWORD Overtyping

You're typing along and when you get to the end of the line, the text begins to disappear that you had typed. Or if you try to add a word between other words it overtypes what you have already typed.

Ever had that happen? It's because the OVERTYPE mode has been set as a preference.

Open Microsoft Works or MSWORD, click on tools, options, then Edit and remove the check from the Overtyping mode check box.

Or click the OVR button on the STATUS bar at the bottom of the screen. IF in black = OVR on; grey = OVR off

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